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OFFICE OF TRAINING

OPERATIONS SCHOOL

Headquarters Training

RECORDS OFFICERS COURSE NO. 27 (ROC)


24 - 28 August 1964

Room 1A-13 Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the Agency's mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's mission.
3. To understand the inter-relationships between the CS mission and records and to sharpen judgment in the handling and disposition of records.

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Chief Instructor
Ext. 2141

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DOC	<u>2</u>	REV DATE		BY	
ORIG COMP	<u>—</u>	OPI	<u>11</u>	TYPE	<u>01</u>
ORIG CLASS	<u>5</u>	PAGES	<u>4</u>	REV CLASS	
JUST	<u>22</u>	NEXT REV	<u>2012</u>	AUTH:	NR 10-2

Group I
Excluded from automatic
downgrading and
declassification

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Monday, 24 August 1964

0830 - 0900 Registration and Administration

0900 - 0930 CS Mission and Records

0940 - 1110 The Records Officer and His
Responsibilities

1120 - 1300 Records Terminology

Tuesday, 25 August 1964

0830 - 0900 Reading

0900 - 1000 Interagency Source Register (ISR)

1010 - 1200 RID Responsibilities in the CS
Records System

1210 - 1300 Review, Analysis, Classification

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Wednesday, 26 August 1964*

0830 - 0900 Reading

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0900 - 1010 The 201 System

1020 - 1050 Sensitive Documents

1100 - 1300 Destruction Procedures and
RO Responsibilities

Thursday, 27 August 1964

0830 - 0900 Reading - Submit Questions
for Question and Answer Period
on Friday

0900 - 1150 Handing of Records at the
Headquarters Desk, Including
Destruction

1200 - 1300 Introduction to Practical
Exercises

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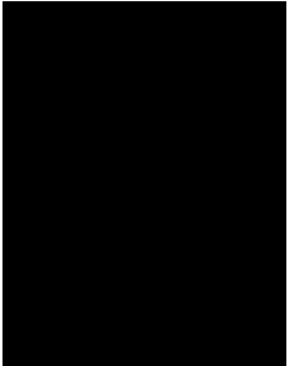
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Friday, 28 August 1964

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0830 - 1030	Practical Exercise - Destruction
1040 - 1130	
1140 - 1230	Question and Answer Period - Panel
1230 - 1300	Final Administration



*Students who have not taken the RID Tour are required to do so on Wednesday, 26 August 1964. The tour will be conducted from 1400-1600 hours and will start from this classroom promptly at 1400.

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